FEDERAL PKI POLICY AUTHORITY

November 8, 2011 MEETING MINUTES

USPS Headquarters
475 L'Enfant Plaza, SW
Conference Room: 4841
Washington, DC
9:30 a.m. – 12:00 p.m. EST

09:30	**Welcome, Opening Remarks & Introductions**	**Deb Gallagher, Chair**
09:35	**Discuss / Vote on October 18 2011 FPKIPA Minutes**	**Matt King**
9:45	**FPKI Certificate Policy Working Group (CPWG) Report**	**Charles Froehlich**

1. **Review/Vote on FPKIPA Charter**
2. **Discussion/Nominations for FPKIPA Chair**
3. **Review/Vote on Device Certificate Change Proposal**
4. **Review/Update Status of CPWG Ongoing Initiatives**
    a. **Review/Update Status of draft Criteria and Methodology**
    b. **Review/Update Status of FPKI ConOps**
    c. **Review/Update Status of FPKI Incident Management Process**
    d. **CAB Forum Extend Validation Certificate Guidelines Proposal**
    e. **Definition of CMS**

10:15	**FPKI Management Authority (FPKIMA) Report**	**Darlene Gore**
10:45	**VA Status Update**	**Eric Jurasas**

11:30   **Other Agenda Items**   **Deb Gallagher**

       a. **ICAM Update—Deb Gallagher**
       b. **If you cannot attend, please designate a proxy**
       c. **Next FPKIPA meeting, December 13, 2011**

12:00   **Adjourn Meeting**   **Deb Gallagher**

A. ATTENDANCE LIST

a. Voting Members

Organization	Name	T – Telephone P – In Person A – Absent
Department of Defense (DOD)	Mitchell, Debbie	T
Department of Energy (DOE)	Thomas, Michele	T
Department of Health & Human Services (HHS)	Slusher, Toby	P
Department of Homeland Security (DHS)	Miller, Tanyette (Proxy for Don Hagerling)	P
Department of Justice (DOJ)	Morrison, Scott	P
Department of State (State)	Frahm, Jarrod M.	T
Department of Treasury (Treasury)	Wood, Dan	A
Drug Enforcement Administration (DEA CSOS)	Briggs, Sherrod (Proxy for Chris Jewell)	T
Government Printing Office (GPO)	Hannan, John	T
General Services Administration (GSA)	Gallagher, Deb	P
National Aeronautics & Space Administration (NASA)	Wyatt, Terry	T
Nuclear Regulatory Commission (NRC)	Sulser, David	P
Social Security Administration (SSA)	Mitchell, Eric	T
United States Postal Service (USPS)	Stepongzi, Mark	P
United States Patent & Trademark Office (USPTO)	Kless, Patricia	T
Veterans Administration (VA)	Jurasas, Eric	P

b. Observers

Organization	Name	T – Telephone P – In Person A – Absent
CertiPath	Spencer, Judy	P
SSA (Contractor)	Hardy, Amy	P
VA	Hancock, John	P
DoS (Contractor, ManTech)	Froehlich, Charles	P
Entrust	Moore, Gary	P
FPKI MA Technical Liaison (Contractor, Protiviti)	Brown, Wendy	P
FPKIPA (Contractor, Protiviti)	King, Matt	P
FPKIMA (Contractor, Protiviti)	Sonnier, Tiffany	P
FPKIMA (Contractor, Protiviti)	Jarboe, Jeff	P
FPKIMA (Contractor, Protiviti)	Povenmire, Elizabeth	T
FPKIMA (Contractor, Protiviti)	Kotraba, Matt	T
FPKIMA (Contractor, Protiviti)	Louden, Chris	P
USPTO (Contractor)	Jain, Amit	T
DoD (Contractor, Booz Allen)	Hansen, Maryam	T
FPKIMA (Contractor, Protiviti)	Jarboe, Jeff	P
VA (Contractor)	Miller, Jason	T
DHS	Schomo, Larry	T
US Access (Contractor)	Lins, Andrew	T
FPKIMA	Ingram, Albert	T

B. MEETING ACTIVITY

Welcome, Opening Remarks & Introductions, Deb Gallagher, Chair

The Federal Public Key Infrastructure Policy Authority (FPKIPA) met at the USPS Headquarters located at 475 L'Enfant Plaza, SW CR4841 Washington, DC. Ms. Deb Gallagher, Chair, called the meeting to order at 9:33 a.m. EST and introduced those present, both in person and via teleconference.

Discuss / Vote on October 18, 2011 FPKIPA Minutes, Matt King

There was a vote to approve the October 18, 2011 FPKIPA minutes. HHS motioned to approve; DoE seconded. The motion was approved unanimously.

Approval Vote for October 18, 2011 FPKIPA Minutes			
Voting members	Vote (HHS Motion; DoE Second)		
	Yes	No	Abstain or Absent
Department of Defense (DOD)	√		
Department of Energy (DOE)	√		
Department of Health & Human Services (HHS)	√		
Department of Homeland Security (DHS)	√		
Department of Justice (DOJ)	√		
Department of State (State)	√		
Department of the Treasury (Treasury)			Absent
Drug Enforcement Administration (DEA CSOS)	√		
Government Printing Office (GPO)	√		
General Services Administration (GSA)	√		
National Aeronautics & Space Administration (NASA)	√		
Nuclear Regulatory Commission (NRC)	√		
Social Security Administration (SSA)	√		
United States Postal Service (USPS)	√		
United States Patent & Trademark Office (USPTO)	√		
Veterans Administration (VA)	√		

FPKI Certificate Policy Working Group (CPWG) Report, Charles Froehlich

1. Review/Vote on FPKIPA Charter and By-Laws

Based on comments made at the October 2011 FPKIPA meeting, and the fact that the nomination period would not close until 31 October 2011, the CPWG undertook another review of the FPKIPA Charter. Given that the Federal CIO Council declined to become involved with the designation/election of the FPKIPA Chair, a third option—appointment by GSA as the fiscal responsible agency, with the option for the FPKIPA membership to request a new Chair out of cycle—was developed and circulated.

Ms. Judy Spencer and Mr. Jim Schminky explained that, since Ms. Spencer would not finish her term, her successor would become the FPKIPA Chair and the idea of GSA becoming a permanent Chair or continuing to hold elections would be revisited with the next revision of the Charter. This also allowed time to see if other agencies decided to offer staff and resources for the Chair position.

NRC motioned to vote to approve the traditional approach (with nominations and an election) of the Charter. Justice seconded. A vote was held and the motion passed.

ACTION:
1. Mr. Matt King to obtain Ms. Gallagher's signature on Charter and post to idmanagemnt.gov

Approval Vote for Traditional Version of the Charter			
Voting members	**Vote (NRC Motion; Justice Second)**		
	Yes	**No**	**Abstain or Absent**
Department of Defense (DOD)	√		
Department of Energy (DOE)	√		
Department of Health & Human Services (HHS)	√		
Department of Homeland Security (DHS)	√		
Department of Justice (DOJ)	√		
Department of State (State)	√		
Department of the Treasury (Treasury)			Absent
Drug Enforcement Administration (DEA CSOS)	√		
Government Printing Office (GPO)	√		
General Services Administration (GSA)	√		
National Aeronautics & Space Administration (NASA)	√		

Nuclear Regulatory Commission (NRC)	√		
Social Security Administration (SSA)	√		
United States Postal Service (USPS)	√		
United States Patent & Trademark Office (USPTO)	√		
Veterans Administration (VA)	√		

2. Discussion/Nominations for FPKIPA Chair

Given that the FPKIPA has adopted the FPKIPA Charter, which retains the current method of electing a Chair, the next order of business was to review the received nominations and hold the FPKIPA Chair election. NRC motioned to vote to approve Ms. Gallagher as Chair. USPS seconded, and the motion passed.

Approval Vote for Ms. Gallagher as FPKIPA Chair			
Voting members	**Vote (NRC Motion; USPS Second)**		
	Yes	**No**	**Abstain or Absent**
Department of Defense (DOD)	√		
Department of Energy (DOE)	√		
Department of Health & Human Services (HHS)	√		
Department of Homeland Security (DHS)	√		
Department of Justice (DOJ)	√		
Department of State (State)	√		
Department of the Treasury (Treasury)			Absent
Drug Enforcement Administration (DEA CSOS)	√		
Government Printing Office (GPO)	√		
General Services Administration (GSA)			Abstain
National Aeronautics & Space Administration (NASA)	√		
Nuclear Regulatory Commission (NRC)	√		
Social Security Administration (SSA)	√		
United States Postal Service (USPS)	√		
United States Patent & Trademark Office (USPTO)	√		

| Veterans Administration (VA) | √ | | |

4. Status Update on Device Certificate Change Proposal

On 25 October 2011, the CPWG revisited the FBCA Device Certificate Change Proposal based on follow-on comments from NIST after it was adopted at the September 2011 FPKIPA meeting. As a result of CPWG discussions, it was agreed that two new device policies would be added to the FBCA CP to distinguish certificates issued to devices from certificates issued to human users, and to distinguish between devices using software and hardware cryptographic modules to protect their keys.

Ms. Spencer asked if it was optional or mandatory to assert these OIDs if someone chooses not to differentiate their policy OIDs. It was clarified that use of the OIDs is optional, but if a PKI chooses not to assert the deviceHardware OID, a Relying Party could block out the end-entity certificate if it doesn't assert the hardware device OID. Ms. Debbie Mitchell explained that DoD will treat certificatess asserting these OIDs the same, but this gives DoD flexibility to determine that a medium software certificate is for a device and not a human.

HHS Motioned for a vote to approve the Device certificate change proposal as presented. VA seconded, and the motion passed.

Approval Vote for Device Certificate Change Proposal			
Voting members	**Vote (NRC Motion; VA Second)**		
	Yes	**No**	**Abstain or Absent**
Department of Defense (DOD)	√		
Department of Energy (DOE)	√		
Department of Health & Human Services (HHS)	√		
Department of Homeland Security (DHS)	√		
Department of Justice (DOJ)	√		
Department of State (State)	√		
Department of the Treasury (Treasury)			Absent
Drug Enforcement Administration (DEA CSOS)	√		
Government Printing Office (GPO)	√		
General Services Administration (GSA)	√		
National Aeronautics & Space Administration (NASA)	√		
Nuclear Regulatory Commission (NRC)	√		

Social Security Administration (SSA)	√		
United States Postal Service (USPS)	√		
United States Patent & Trademark Office (USPTO)	√		
Veterans Administration (VA)	√		

5. Review/Update Status of CPWG Ongoing Initiatives

a. Review/Update Status of draft Criteria and Methodology

A Tiger Team is resolving final comments on the Crits and Methods document. Once reviewed by the CPWG, the final version will be sent to the FPKIPA for a final review prior to adoption.

b. Review/Update Status of FPKI ConOps

An overview of the draft FPKI Concept of Operation (CONOPS) document was presented at the 3 November 2011 CPWG meeting. The CONOPS will describe how the FPKI operates, but defers the details to other authoritative documents as applicable. Comments on the current version of the FPKI CONOPS are requested by 21 November 2011. The CONOPS Tiger Team will adjudicate the comments. Any comments or issues that cannot be resolved by the Tiger Team will be returned to the CPWG in December 2011 for decisions

c. Review/Update Status of FPKI Incident Management Process

The FPKI Community Incident Management Process document is progressing. The Tiger Team is planning on presenting a draft for CPWG review/comment by the next CPWG meeting.

d. CAB Forum Extend Validation Certificate Guidelines Proposal

An update on responsibility for review/comment was given. It was stated that it would be beneficial for the FPKIPA to have a representative join the CA Browser (CAB) Forum on behalf of the federal government. It was noted that the federal government may need to step back to understand the ultimate goal in this area and then decide the best way to proceed with the comments on the EV Certificate Guidelines document.

ACTION:
1. Ms. Gallagher and Mr. King to find out what's needed to participate in CAB Forum.

e. Definition of CMS

This issue was deferred to the November 15th 2011 CPWG meeting.

FPKI Management Authority (FPKIMA) Report, Darlene Gore

The EGCA was stood up and is ready for certificate requests. The process for approval is documented in the Certificate Application and Issuance document, which includes and a test cycle. Mr. Chris Louden suggested that traction for this system depends on the traction for the services it supports. For this ecosystem to survive, the user base must evolve and expand over time. As more Backend Attribute Exchange (BAE) Brokers come into play in the future, there may be sufficient demand to justify distribution of the EGCA trust anchor to commercial trust stores or to justify cross certification with Common.

The Incident Management document is in the last cycle of tiger team review and comment. The due date for the current review cycle is COB today. Comments will be addressed, and the resulting draft will be sent to the CPWG for review.

Ms. Gallagher sent a request for a 180 day extension for the FPKI to address the Microsoft Timestamp requirement.

The FPKI TWG is working on a Trust Store Management Guidance document. The next TWG is on 20 December 2011, but because of the holiday, it may be moved to earlier in the month if feasible.

VA Status Update, Eric Jurasas

VA Representatives presented a briefing on the progress made towards resolving issues related to the registration process VA used for PIV card issuance. The issues were identified in an Office of the Inspector General (OIG) report made public in October 2011.

Ms. Gallagher explained that there were a number of discussions about what should happen and several other questions (e.g., do we trust the certificates or not, how is VA mitigating the issues). A meeting was held between Ms. Gallagher and VA, where VA was asked to show where the policy was not followed and what mitigations are in place.

Mr. John Hancock from VA then presented a briefing on mitigations that were implemented to address issues in the OIG Report (details of the mitigations are not included in these minutes due to the sensitivity of the information provided).

Mr. Hancock explained that this is a very serious issue and it has top-level attention at VA, including daily briefings. Mr. Hancock stated that VA has responded to the OIG, which is satisfied with the actions taken to mitigate the issues. Mr. Hancock also promised that VA will brief the FPKIPA regularly to provide updates on progress

Ms. Gallagher noted that with the DigiNotar CA incident, one of the problems was that DigiNotar didn't report their problem, and the Dutch government wound up taking over the company. The report from VA caused alarm. But it seems VA has made a lot of progress. One of the OIG report recommendations suggested is a 3rd party

Independent Verification & Validation (IV&V) of the VA Registration Authority (RA). Mr. Hancock agreed and stated that the VA will embrace this concept, but needs concurrence with Mr. Muir. Ms. Spencer suggested distributing the VA briefing presented in today's meeting to show something positive has been done. Ms. Gallagher suggested that VA report to the FPKIPA on a monthly basis. Ms. Brown suggested issuing a press release stating what is being done. Mr. Schminky stated that since this is reported to the VA Secretary: perhaps the VA Secretary could issue a report, perhaps including a VA message with a quote from Ms. Gallagher. Ms. Gallagher stated that she will consider an FPKIPA statement depending on the VA statement. Mr. Toby Slusher indicated that right now, the FPKIPA accepts what is being done, and that perhaps the FPKIPA issues a press release once.

ACTION:
1. Mr. Hancock of VA will send the VA status briefing presented in the 8 November FPKIPA meeting to Matt King for distribution and report back with a VA mitigation plan at the next FPKIPA meeting.
2. Mr. King to distribute the VA status briefing summarizing actions taken as of November 8, 2011 once the briefing is received from VA.

Other Agenda Items

ICAM Updates, Deb Gallagher

Ms. Gallagher sent a note to the FPKPA this morning clarifying the ownership of ORC OIDs .

Ms. Gallagher noted that posting information to IDManagement.gov is a bit delayed.

The next ISIMSC meeting is Wednesday from 1-3 p.m. EST at Justice.

There will be an ICAM Day and Expo at the end of February 2012,. The dates will be coordinated with the RSA conference to avoid conflict.

The next ICAMSC Meeting is December 7, 2011.
The next FPKIPA Meeting is December 13, 2011.

Adjourn Meeting

Ms. Gallagher adjourned the FPKIPA meeting at 11:42 a.m. EST.

FPKIPA Action Items

No.	Action Statement	POC	Start Date	Target Date	Status
433	Matt King will place a deadline for C4CA responses for the first August CPWG for all agencies to provide their position on the necessity of the C4CA	Matt King	July 12, 2011	August 8 2011	Closed
434	Ms. Brown will send the MA report to the PA after changing the TWG date.	Wendy Brown	July 12, 2011	July 19, 2011	Closed
435	Ms Cheryl Jenkins will arrange an ad hoc meeting with Microsoft to address the CAPI path validation issues prior to Sept 15, 2011	Cheryl Jenkins	July 12, 2011	September 15, 2011	Closed
436	Ms. Gallagher will send an email with the request for a statement of need for removing the non-revocable certificates to the voting PA members .	Deb Gallagher	July 12, 2011	August 9, 2011	Closed
437	Mr. Matt King will send the EGTS briefing to the group	Matt King	July 12, 2011	August 9, 2011	Closed
438	Ms Gallagher will publish the Digital Signature Guidance once a final review is complete; will be published on the web as well.	Deb Gallagher	July 12, 2011	September 13, 2011	Open

No.	Action Statement	POC	Start Date	Target Date	Status
439	Ms. Wendy Brown and Mr. Matt King work to establish a fed-only email list.	Matt King / Wendy Brown	August 9, 2011	December 13, 2011	Open
442	Mr. King will send ORC PIV-I testing documentation and E-vote to the FPKIPA mail list	Matt King	August 9, 2011	September 13, 2011	Closed
443	Mr. King will send DigiCert audit letter and E-vote to the FPKIPA mail list	Matt King	August 9, 2011	September 13, 2011	Closed
446	The Timestamp Server White Paper will be added to the CPWG and FPKIPA agendas.	FPKIMA	August 9, 2011	September 13, 2011	Closed
449	All FPKIPA members shall submit their nomination for a new FPKIPA Chair to Ms. Gallagher and Mr. King by October 31, 2011	All Voting Members	September 13, 2011	October 31, 2011	Closed
450	Ms. Mitchell will provide DoD Lessons Learned from the LDAP transition by Oct 6, 2011.	Debbie Mitchell	September 13, 2011	October 6, 2011	Closed
451	At the 25 October meeting, the CPWG will add language to the FPKIPA Charter – Option B indicating that the CIO Council will appoint the FPKIPA Chair from a list of nominees put forward by the FPKIPA membership	Matt King	October 18, 2011	October 25, 2011	Closed

No.	Action Statement	POC	Start Date	Target Date	Status
452	At the 25 October meeting, the CPWG will discuss revising the FBCA Device Change Proposal to address Mr. Cooper's concerns that language in the FBCA change proposal was unnecessary	Matt King	October 18, 2011	October 25, 2011	Closed
453	Mr. Matt King to obtain Ms. Gallagher's signature on Charter and post to idmanagemnt.gov	Matt King	Nov 8, 2011	Dec 13, 2011	Open
454	Ms. Gallagher and Mr. King to find out what's needed to participate in CAB Forum.	Matt King, Deb Gallagher	Nov 8, 2011	Dec 13, 2011	Open
455	Mr. Hancock of VA will send the VA status briefing presented in the 8 November FPKIPA meeting to Matt King for distribution and report back with a VA mitigation plan at the next FPKIPA meeting.	Matt King, John Hancock (Va)	Nov 8, 2011	Dec 13, 2011	Open
456	Mr. King to distribute the VA briefing summarizing actions taken as of November 8, 2011 once the briefing is received from VA.	Matt King	Nov 8, 2011	Dec 13, 2011	Open